



Rockport Millbrook Meadow Committee

P.O. Box 51, Rockport, MA 01966

www.millbrookmeadow.org

Charmaine Blanchard
Marcia Lombardo, Treasurer
Aileen Morrissey
Frederick H. Tarr III

Samuel W. Coulbourn, Chair
Shannon Mason, Vice Chair
Barbara Sparks
Stephanie Woolf

Minutes of Meeting Wednesday, July 8th, 2015 Trustees' Room, Rockport Public Library

7:00 p.m. Chairman **Sam Coulbourn** called the meeting to order. Members present: **Barbara Sparks, Shannon Mason, Aileen Morrissey, Marcia Lombardo, Stephanie Woolf, Charmaine Blanchard** and **Ted Tarr**. Also present were **Gunilla Caulfield** and **Laura Hallowell**, Advisors to the RMMC.

1. Public input. None.

2. Committee Business

Treasurer's Report. Marcia stated that end-of year accounting in Town Hall was in flux and she will present complete numbers at our next meeting. Our allocation for the 2016 fiscal year which began July 1, 2015 is again \$275.

Marcia reported that the \$4400 for taking down the two willow trees was paid out of the Lura Hall Phillips Trust. She noted that the \$438.10 reimbursement for Laura Hallowell had still not been paid, but promised "I'm on it!"

She has met with Mel Michaels of Community Preservation Committee and they both agree that \$1055.05 now remain in funds provided by CPA.

Approval of Submitted Bills. Marcia moved to reimburse Shannon \$250.00 for printing of RMMC envelopes; Charmaine seconded; all voted to approve. Marcia then moved to reimburse Sam for payment of \$132.00 rent for the Conservancy postal box for the year beginning July 31, 2015. Ted seconded; all voted to approve.

Approve Minutes of June 3rd. There were no changes. Shannon moved to approve, Stephanie seconded; all voted to approve.

3. Update status of Millbrook Meadow Restoration

Status of Phase 3 Work by MMI. Barbara had no new developments to report.

Invasive plant progress report. Laura stated that the Order of Conditions has been approved and distributed by the Conservation Commission. She has contact Polatin, the contractor, and work will begin in August. Focus will be upon eliminating Japanese Knotweed, Yellow Iris and Phragmites, with additional attention paid to Multiflora Rose. Laura said that the overall effort will cost more than the original \$3000—the original bid by Polatin was nearly

\$10,000. Members discussed this and Shannon moved that we allocate an amount not to exceed \$15,000 for purpose of removing invasive species, and expenditure to be monitored by Laura and funds expended at her discretion, keeping the MMC informed. Barbara seconded; all voted to approve. The funds will be from the Lura Hall Phillips Trust.

Coordination with DPW. Laura brought up the process of coordinating our work with DPW. Members discussed this. Sam stated that Barbara is responsible for liaison between MMC and DPW and the relationship seems to be favorable. Charmaine recalled that under the previous MMC organization there was an arrangement whereby the MMC and DPW kept to themselves, with little interaction. Members agreed that this is no longer the case. Sam pointed out that we should initiate early action to create one or more new positions in DPW's budget to ensure that in the future more attention is paid toward maintenance of the Meadow and Pond throughout the year. Barbara suggested that, as taxpayers, we need to demand more. No further action was called for at this time.

Site-Walk, with DPW Commissioners. On Friday, July 10 the Restoration project liaison team will conduct a site walk with the Commissioners and with Kathryn Glenn, North Shore Regional Coordinator of the Massachusetts Office of Coastal Zone Management, and with Jason Williams and Matt Sanford, both of MMI. The objective is to ensure the commissioners are well informed of all aspects of this project, and to get an early reading on the readiness of this project to be permitted. Barbara, Eric Hutchins, Gunilla, Laura, Shannon and Sam will take part. Sam stated that if any MMC member wishes to join the walk they would be welcome. Ted said that he thought he could be helpful as he knew Ms. Glenn. He was invited to join. The group will meet at 11 a.m. in the DPW office and then proceed to the Meadow for a walk at 12 noon.

4. Meadow and Pond Use Request Policy and Procedure

Review Request Form. Discuss setting fees for use of Meadow for large events. Charmaine did not have an updated version of the form that she had prepared earlier, and the committee agreed to discuss this at the August meeting. Sam asked Charmaine to send her proposed form, including a proposed fee schedule, to members electronically about two weeks in advance of the August 12th meeting so they could digest it. Charmaine expressed the feeling that there should be a limit on the number of events each year that prevent use of the park by the public. Members discussed this, and several noted that in the past there have been numerous events held in the Meadow where attendance was restricted, but in nearly all cases, most of the Pond and Meadow were still accessible to the public. However, members generally agreed that any request for a large gathering would be discussed with an eye toward ensuring that public access would be available, and MMC would recommend use accordingly to the Board of Selectmen.

Public use of Meadow and Pond, review of RM event. Shannon reported that the Gala dinner held in a tent on June 5th by Rockport Music, to initiate their 34th season had been a huge success. Rockport Music gave the Conservancy a full-page color ad in their program book (an ad normally sold at over \$1000), and they gave the Conservancy \$2000 in donations toward the restoration. In view of the current challenge by an anonymous donor, that will amount to \$4000.

5. Fundraising Sub-Committee, Publicity and Community Outreach.

Status of FSC fundraising and grant application efforts. Shannon reported that the fundraising subcommittee had met on July 6th. They plan to send an appeal letter to previous donors in July.

She reported that we have received \$4000 from the Bruce J. Anderson Foundation. Members thanked Betsy Giannoccaro for her excellent grant application and Charmaine for her assistance in approaching the granting authority. This grant will be matched under the current challenge grant by an anonymous donor.

Pam Fox Donation Raffle. Shannon said that the subcommittee had worked on the plans for raffling the painting that Pam Fox has offered to donate. There seems to be a regulatory hurdle to overcome in an organization which is not 501.c.3. conducting a raffle. If we can overcome this we would like to start the raffle August 1, and sell tickets at the August 8th Acoustic Festival and the Harvest Festival on October 17th. Members discussed how to display the painting, and Charmaine suggested that it be hung in the downtown Rockport branch of Institute for Savings. She will talk with a friend there to see if this can be done.

Review of recent community presentations. Barbara reported that we have given presentations to Rockport Rotary, the Rockport division of the Cape Ann Chamber of Commerce and the Historic District Commission. She reported that we were pleasantly surprised when HDC actually *thanked* the MMC for all the work we have done thus far.

COA meeting. Laura reported that she has arranged for us to do a short presentation to the Council on Aging on Tuesday, July 21 at 6:15 p.m. at the Community House. She stressed that it should be ten minutes or less.

Strategy for restoration funding going forward. Barbara stated that CPC has made it clear that they would not support a request for the full amount (\$1,300,000) and so Barbara states that we should work with the Finance Committee and other town organizations to prepare funding requests for Spring (2016) Town Meeting to cover the whole amount required. Shannon stressed that we need to pull all financial resources.

6. Information Kiosk for Meadow—Status, Placement, construction, authorization. Aileen presented photographs of the new Rockport Art Association bulletin board and suggested that this would be a good model for us. Aileen talked with RAA and found out that the plan for their board was done by a local firm, and she obtained a copy. Members were pleased with the design and appearance, and agreed that it should be placed near the Beach Street entrance, on the left of the path, not to interfere with access to the park by maintenance vehicles. Barbara stressed that we should check with MMI regarding the survey, so that we install it on town property. The RAA board uses glass, but members suggested that in this location vandalism might be more likely so we should use Plexiglas.

She will provide a copy to Sam so that he can obtain permission from the Board of Selectmen for installation of the board. When permission has been granted, Scott Morrissey can begin building the board. Members again thanked Aileen and Scott for their generous offer.



Proposed location

7. New Business.

Walking Tours of Meadow. Barbara and Sam proposed that we invite individuals or groups for a guided tour of the Meadow this summer. Objective is to inform prospective voters and donors of the project. A script has been prepared which can be adjusted according to the type of group.

8. Next Meeting: Wednesday, August 12th, 2015 at Trustees' Room, Rockport Public Library.

9. Adjourn 9:12 p.m.

Approved:

Samuel W. Coulbourn

Copy to: Town Administrator; Director of Public Works; Conservancy Board and Advisors; Conservation Agent; DPW Commissioners